

APPENDIX O - TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed, and under the conditions cited, in JFTR, par. U1039, and JTR, par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapter 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR, par. U2600 and JTR, par. C2505. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR, Appendices B and D and JTR, par. C4553-C2a and Appendices A and E, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates are also available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel.

TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), through the CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:
 - a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
 - b. must use coach class, unless a medical condition or mission timing requires premium class,

c. shall not use foreign flag transportation even if U.S. flag carrier fares are higher,

d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and

e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they will be reimbursed.

6. Travelers will have use of a Government-sponsored, contractor-issued travel (charge) card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000-14-R), Volume 9, "Travel Policy and Procedures."

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DOD personnel, see Joint Ethics Regulation, DOD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seat if additional costs would be incurred by the Government or if it would affect the mission.

9. Retaining Promotional Items

a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use Policy

It is DoD mandatory policy that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

B. Requirements

1. When making travel arrangements, travelers should use the following:

a. services available under a TMS (see Appendix A), or

b. in-house travel offices, or

2. All travel arrangements must be made in accordance with:

a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation.

Transportation on foreign ships or aircraft shall not be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

1. CTO Available.

When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available.

When the authorizing/order-issuing official certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel.

The AO may direct travel by any mode (e.g., Government or commercial air, bus,

train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.

B. Commercial Transportation.

The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

C. Rental Vehicles (Includes Aircraft).

When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U4520 and JTR par. C4709). When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (found at website <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service regulations for the non-DoD Services). Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official

business is not authorized.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle.

When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops.

Effective 13 September 2002

Normally, travelers are not required to travel during unreasonable hours at

night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and change of planes exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. Rest stops shall not exceed 24 hours. NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class.

G. Insurance Coverage in Foreign Areas.

The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days.

The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas.

For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY.

The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays.

If the AO doesn't authorize travel home periodically on weekends or nonworkdays,

it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers can also be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO will make lodging reservations and reflect the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

(1) Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost. In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation.

However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.

(2). The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See note 1 (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized only in advance by PDTATAC or Secretary concerned for only uniformed members (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. An AEA may not be authorized for meals and incidental expenses.

NOTE:

a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

e. Reimbursement of lodging cost when staying with friends or relatives is not authorized.

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO doesn't provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which don't accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the

allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in subpar. c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. NOTE: If all three meals are provided, only the incidental expenses for that day are payable.

3. Incidental Expenses (IE).

Travelers are paid an allowance for miscellaneous expenses, such as tips and

laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999

NOTE 1 - Applicable to civilian employees:

(a) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for travel OCONUS.

Effective for TDY travel performed on or after 1 January 2001

NOTE 2 - Applicable to uniformed members:

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel.

However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expenses or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels.

Other reimbursable expenses (par. T4040-E and F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items

ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief

missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers.

Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE TDY OPTIONS SUBSISTENCE PER DIEM REMARKS
Business
Travel Commercial

Lodging and Commercial Meals Lodging and M&I Member/Employee Pays for Lodging and Meals Government Lodging and Government Meals Permanent U.S. Installation Lodging and M&I Member/Employee Pays for Lodging and Full Meal Rate 1 for Government Meals Government Lodging and Government Meals Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation Lodging and M&I Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2 Government Lodging and Commercial Meals Lodging and M&I Member/Employee Pays for Lodging and Meals Commercial Lodging and Government Meals (In AOR only) Lodging and M&I Member/Employee

Pays for Lodging and Full Meal Rate for Government Meals

Essential Unit Messing Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes IECivilian Pays for Government Meals at Full Meal Rate Field Duty Government Lodging, Meals and Incidentals Provided None Civilian Pays for Government Meals at Full Meal Rate

SUBSIST ABOARD
GOVERNMENT VESSEL 3 SUBSISTENCE PER DIEM REMARKS TDY Government Lodging

and Government Meals No Civilian Pays for Meals

1 Full Meal Rate = Food costs plus operating expenses.

2 Discount Meal Rate = Food costs only.

3 Members/employees deployed who are ordered to subsist ashore -- see "Subsist Ashore" (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight not required

1. Transportation.

Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used.

If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler doesn't drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals.

With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or fewer hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

E. Miscellaneous Expenses.

Effective 26 September 2002

Travelers are to receive reimbursement for necessary travel and transportation related miscellaneous expense incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

Effective 26 September 2002

2. ATM Fees

- a. Applicable to uniformed members. Administrative fees for ATM use to obtain money with:

(1) the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or

(2) an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for a cash advance for the travel concerned.

Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash/check/EFT. See OSD Comptroller memo of 19 Jul 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available

at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for personnel exempt from the requirement to use the Government charge card;

b. Applicable to civilian employees. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), up to the amount authorized for a cash advance for the travel concerned. (Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.);

3. passports and visas fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;

6. fees for:

a. currency conversion; NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does not include cashing checks/drafts for salary);

c. airport transit, services charges/ taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and

d. energy surcharge and/or resort fee (when the fee is not optional);

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;

Effective 26 September 2002

9. authorized/approved expenses for:

a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;

b. clerical assistance;

c. services of guides, interpreters, packers, or vehicle drivers;

d. storage of property used on official business;

e. room rental at a hotel/other place used for official business;

f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this does not include travel expenses incurred for obtaining the required inoculations);

g. official local and long distance phone calls (see par. T4060-B5);

h. excess baggage transportation costs;

i. conference registration fees;

j. dual lodging costs (NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable)lodging taxes that would have been paid had the traveler remained overnight.); and

Effective 26 September 2002

k. non-refundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;

Effective 26 September 2002

l. expedited charge card deliver (effective 1 May 2001);

Effective 26 September 2002

m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card only for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);

Effective 26 September 2002

n. late check-out fees for lodging; and

Effective 26 September 2002

o. any additional costs of paper tickets when the paper tickets are necessary to meet Government requirements and are not issued for the traveler's convenience.

10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

11. tips for taxis and limousines;

12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chapter 3, Part E; and JTR, Chapter 2, Part C);

13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par.

U3320; and JTR, par. C4657-B);

14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;

15. MEMBERS/EMPLOYEES: tips for handling Government property at terminals and hotels;

16. UNIFORMED MEMBERS ONLY: customary tips for handling any baggage at transportation terminals; and

17. CIVILIAN EMPLOYEES ONLY:

(a) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing is a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

18. UNIFORMED MEMBERS ONLY:

(a) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense when TDY travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

(b) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.

19. similar travel related expenses (NOTE: Do not reimburse mission-related or

personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.); and

20. any per-day administrative fee called for by the MTMC rental car agreements.

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

a. duty sites,

b. lodgings,

c. dining facilities,

d. drugstores,

e. barber shops,

f. places of worship,

g. cleaning establishments, and

h. similar places required for the traveler's subsistence, health or comfort.

3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.

4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.

5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General.

This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training.

Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, Assigned Unit is a reserve member's designated post of duty and TDY Station is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area.

There's no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT).

For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits.
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training

duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized.

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty.

Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL*

ACTIVE DUTY WITH PAY 1

SITUATION 2 TRANSPORTATION 3 4 PER DIEM Annual training duty 5 par. T4030 applies not authorized if govt qtrs 6 & mess available 7; else par. T4040 applies PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP) par. T4030 applies not authorized Pipeline Student--newly enlisted member undergoing training Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement par. T4030 not authorized if govt qtrs & mess available Member commutes, or AO member can commute par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits. Active duty for less than 20 weeks at one location par. T4030 applies par. T4040 applies Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks) par. T4030 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies par. T4040 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies

ACTIVE DUTY WITHOUT PAY

SITUATION TRANSPORTATION PER DIEM Others performing duty without pay Service discretion to reimburse under T4040-C (as per personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8

FOOTNOTES

1 Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2 Except as noted in par. U2146.

3 No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4 Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

5 Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6 Temporary lodging facilities are not Government quarters for purposes of this table.

7 Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8 Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1 2 3

SITUATIONTRANSPORTATIONPER DIEMTravel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home1. May be authorized reimbursement under par. T4040-F

2. When the member travels site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.not authorizedTravel from home/assigned unit to TDY Stationpar. T4030 applies limited to travel cost from the assigned unitpar. T4040 appliesTravel from a location other than home/assigned unit to TDY Stationpar. T4030 applies limited to travel cost from the assigned unitpar. T4040 appliesTravel from a location other than home/assigned unit to alternate site within the local commuting areaThe member is paid mileage for the distance limited to the distance from the assigned unit

to the alternate site less the distance from home to assigned unit not authorized. Standby Reserves voluntarily performing without pay not authorized. not authorized.

- 1 For travel allowance purposes, the assigned unit is the designated post of duty.
- 2 TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
- 3 Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

*Table is for informational purposes only. Entitlements are prescribed in par. T4045.

Table 2. TDY Entitlements for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate.

Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees.

The estimate will also reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip.

The AO will decide if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's

convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel.

The AO authorizes the TDY, the arrangements, and obligate funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

4. Getting the Travel Packet.

The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. Travelers must guard tickets carefully. However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling.

The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that can't be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks.

Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans.

If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts.

Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report.

A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved.

The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report.

A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits.

Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General.

Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record.

The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements don't meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO will have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel

decisions.

3. Make sure travelers have access to the unit's travel card if they don't have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What AOs may direct. AOs may direct the traveler to use a particular transportation mode, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on use of contract flights. The CTO should use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

(1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;

(2) The contract carrier's flight schedule does not operate during normal working hours; or

(3) A fare, available to the general public, is less than the contract fare and would result in lower total cost to the Government.

(4) Rail service is available, cost effective, and consistent with mission requirements;

(5) Smoking is permitted on the contract carrier flight and the non-smoking section of the aircraft or the contract flight is not acceptable to the

traveler; or

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.

c. Authorizing Accommodations above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

(1) Available coach class accommodations shall not allow timely mission completion;

(2) A traveler's documented medical condition requires use of premium class accommodations;

(3) Security or exceptional circumstances make use essential to accomplish the mission;

(4) Coach-class accommodations on foreign carriers (when authorized for use) don't provide adequate sanitation or health standards;

(5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or

(6) The origin or destination is OCONUS, the scheduled flight time (including stopovers and change of planes) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until

the scheduled airline arrival at the TDY point/PDS. (When premium class is authorized for this reason, the AO shall not authorize a rest stop en route or a rest period upon arrival at the duty site.) NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class.

NOTE: When use of premium class other than first class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class;
or
- (3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- (2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes

en route on a trip between points outside the U.S.;

(4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;

(5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;

(6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

(7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE will be borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

2. Lodging Selection.

a. CTO Lodging Arrangements.

The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it's consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends.

When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars.

The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home during Extended Business TDY.

The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses. The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. An analysis must be conducted at least every other year. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

5. Phone Calls to Home or Family During TDY.

The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

6. Travel Expense Report.

The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave.

AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG.

AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates.

There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. Lower per diem rates can only be established before travel begins. See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days.

The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the

traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits.

Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels.

Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This shouldn't be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability.

AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified.

When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commanders/Deputy Commanders of a Unified Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year. A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).
- b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location.

If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG will be in accordance with JTR, Chapters 7 and 8. Private vehicle mileage will be reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS).

Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited relocation allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY.

When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

Authorize.

The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card.

This is the Government-sponsored, contractor issued travel charge card.

Group Movement.

A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.)

Must, Shall, Should, May, Can, Will.

The following definitions from DOD 5025.1-M apply:

Helping Verb

Must, shall

Should

May, can

Degree of Restriction

Action is mandatory

Action is required, unless
justifiable reason exists
for not taking action.

Action is optional

Will

is not restrictive; applies only to a statement of future condition or an expression of time.

TDY Travel.

Temporary travel away from the traveler's PDS. There are three types of TDY travel with different entitlements:

Business Travel.

Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel.

Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who haven't yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel..

Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record.

This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that

includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

ACTIVITIES AUTHORIZED TO USE APPENDIX ODoD

Component	Organization/Location	Effective Date	U.S. Army	Training & Doctrine
	Command, Ft. Leavenworth, KS	May 13, 1996	U.S. Army Forces Command, Ft. McPherson,	
	GAAugust 13, 1996	U.S. Army Europe, U.S. Army Military Community, Stuttgart,		
	GEJune 25, 1996	U.S. Army Military Community, Heidelberg/Mannheim, GE		
	June 25, 1996	U.S. Army Missile Command, Huntsville, AL (also includes selected other		
		tenants of Redstone Arsenal, AL, and selected personnel of the Simulation,		
	Training and Instrumentation Command (STRICOM)	Huntsville, AL, and Orlando, FL,		
	and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17,		
	1996	Corps of Engineers Waterways Experiment Station, Vicksburg, MS		
	May 1, 1996	Corps of Engineers, Ohio River Div., Cincinnati, OH		
	Pending [1]	HQ Army Audit Agency, Alexandria, VA		
	October 1, 1996	U.S. Navy USS Eisenhower		
	June 20, 1996	Discontinued		
	March 31, 1997	PSA, Norfolk, VA		
	June 20, 1996	HQ, CINCLANTFLT (N00IG; N02; N6 and N1)		
	June 20, 1996	Naval Command, Control & Ocean Surveillance System		
	Center, (RDT&E), San Diego, CA	June 20, 1996	NP	
	NGS, Monterey, CA	June 20, 1996	Naval	
	Undersea Warfare Center Div, Newport, RI	June 20, 1996	HQ, CINCPACFLT, Pearl	
	Harbor, HI	June 20, 1996	Discontinued	
	March 31, 1997	U.S. Marine Corps		
	Marine Corps Air Station, Beaufort, SC	Pending [1]	Marine Corps Air Station, New River,	
	NCPending [1]	Marine Corps Air Station, Cherry Point, NC		
	Pending [1]	Marine Forces Reserve, New Orleans, LA		
	Pending [1]	Second Marine Expeditionary Force, Camp Lejeune, NC		
	Pending [1]	Marine Corps Recruit Depot, Parris Island, SC		
	Pending [1]	Hadquarters, U.S. Marine Corps, Washington, DC		
	Pending [1]	Sixth Marine Corps District, Atlanta, GA		
	Pending [1]	U.S. Air Force 11th Wing, Bolling AFB, Washington, DC		
	May 2, 1996	Dover AFB, DE		
	April 23, 1996	Peterson AFB, CO		
	March 1, 1997	Randolph AFB, TX		
	April 15, 1997	Air Combat Command HQ and 1st Wing, Langley AFB, VA		
	June 5, 1996	Hill AFB, UT		
	March 24, 1997	Mountain Home AFB, ID		
	March 24, 1997	Niagara Falls Air Reserve Station, NY		
	March 24, 1997	Washington Headquarters Services		
	Designated organizations	April 1, 1997	Defense Commissary Agency (DeCa)	
	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996	Defense Finance and Accounting Service (DFAS)	
	Kansas City Center, Kansas City, MO	May 1, 1996	Discontinued	
	March 31, 1997	Defense Logistics Agency (DLA) Administrative Support Center, Ft. Belvoir, VA		
	June 5, 1996	National Imagery & Mapping Agency		

(NIMA)Multiple locations - all NIMA componentsMay 1, 1996Defense Threat
Reduction Agency (formerly DefenseSpecial Weapons Agency Dulles, VAJune 1,
1996Organization of the Joint Chiefs of StaffWashington, DCMay 1, 1996Defense
Information Systems AgencyWashington, DCJune 16, 1997Ballistic Missile Defense
OrganizationWashington, DCJuly 15, 1997National Security Agency (NSA)Fort Meade,
MDMarch 1, 1996 [2][1] Authorization to begin testing using simplified
entitlements is pending; site is waiting for computation software certification
or installation, or working to correct network problems.[2] This includes TDY
travel by, on the behalf of, and/or processed by the NSA.

NOTE: Use of Appendix O also is authorized for those locations where DTS has
been fielded, or DTS-Limited software with computation module is used, and at
USAFE locations where FAST software is used to transition to DTS-Limited.